Historic Structure Reports & Preservation Plans:

A Preparation Guide – Second Edition

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Cover Image: Morven. HABS NJ,11-PRINT,7--2. Jack E. Boucher, 1971.

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A Preparation Guide – Second Edition

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TABLE OF CONTENTS

Treatment Approaches; Overview – page 2

Historic Structure Reports; Preservation Plans – page 3

When to Prepare a HSR or PP; Historic Structure Report & Preservation Plan Comparative Matrix – page 4

Hiring a Consultant – page 5

HSR & PP Preparation: A Collaborative Process; Owner's & Steward's Role – page 6

Production, Distribution & Availability; Cost of a HSR or PP – page 7

Utilizing a HSR or a PP – page 8

Supplementing & Amending – page 9

Vulnerability & Hazard Assessment; Potential Vulnerabilities & Hazards – page 10

Government Assistance for Mitigation & Emergencies – page 11

Emergency Preparedness Plan – page 13

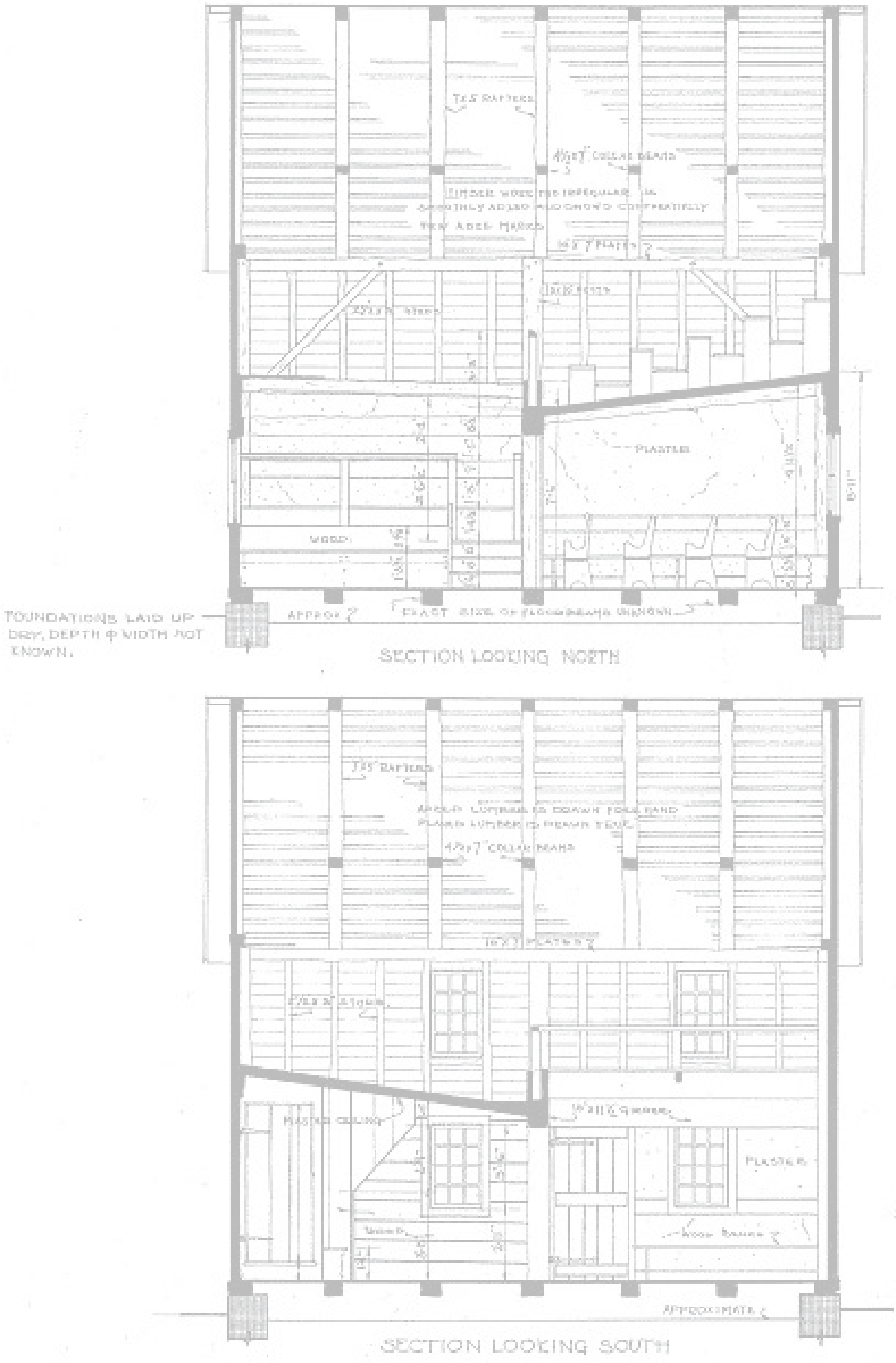
Historic Structures Reports & Preservation Plans: A Comparative Outline

- Overview – page 15
- Sample Table of Contents – page 16
- Section Contents – page 17
- Section Checklists – page 26

End Notes – page 32

Acknowledgements – page 33

Suggested Reading – page 34



Measured drawings, such as these building sections of the Friends Meetinghouse of Randolph, can be a helpful tool to clarify existing conditions and note areas of deterioration. HABS NJ-145. Henry W. Vreeland, Delineator, 1935.

HALS NJ-1. Joe Elliott, 2000.

The Whitesbog Village and Cranberry Bog site includes multiple buildings within the context of a historic landscape.

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Planning documents for historic properties were formally developed in 1935, and provide a means of documenting original construction, alterations and owners, identifying current conditions, and making prioritized recommendations for future work. Since their inception, the content and structure of these planning documents has evolved into "Historic Structure Reports", and recently, in a more abbreviated form, "Preservation Plans".[1] The need for Historic Structure Reports and Preservation Plans is based on the understanding that each historic property is a unique and irreplaceable resource.

Historic Structure Reports and Preservation Plans are tools to:

- Document the developmental history of a property including its historical background, physical changes over time and current physical condition, to provide the context for exploring alternatives for improvement and future use
- Establish the framework to explore alternative plans of action, identify the basis of design and sequence of implementation for the long-term treatment of a historic resource while minimizing the loss, damage or irreversible adverse effects on historic fabric
- Develop a use and interpretation plan based upon documentary research and physical conditions
- Provide a resource document, with a summary of historical information, a bibliography of relevant reference material and archival material
- Provide a record of completed work while identifying issues for further investigation and research

With proper planning, work efforts at a historic property can be viewed in the context of its significance and phased to achieve the desired goals. Without the use of a well-informed planning document to guide work, well-intentioned construction efforts can destroy or obscure historic character and physical evidence or present a false sense of a property's past. The process described in this publication allows owners and stewards to prioritize their work and responsibly plan for the future of historic sites.

In addition to guiding the implementation of recommendations, Historic Structure Reports and Preservation Plans are valuable reference tools for properties, providing the framework for decisions over time. The information presented in either document can be used to inform subsequent studies including further investigation, interpretive plans, master plans and feasibility studies. In addition, both documents can be supplemented or updated as needs are identified, making them a dynamic manual that is responsive to the needs of a historic property over time.

PREFACE

In 1998 the New Jersey Historic Preservation Office (HPO) published the *Historic Structure Reports & Preservation Plans: A Preparation Guide* to assist those working with historic structures and sites in understanding the basic documentation and analysis that is necessary in planning for future care and treatment of historic resources. Administered by the New Jersey Historic Trust, with the collaboration of the New Jersey Historic Preservation Office and the National Park Service, this second edition represents the first major revision of the *Guide* since its publication.

TREATMENT APPROACHES

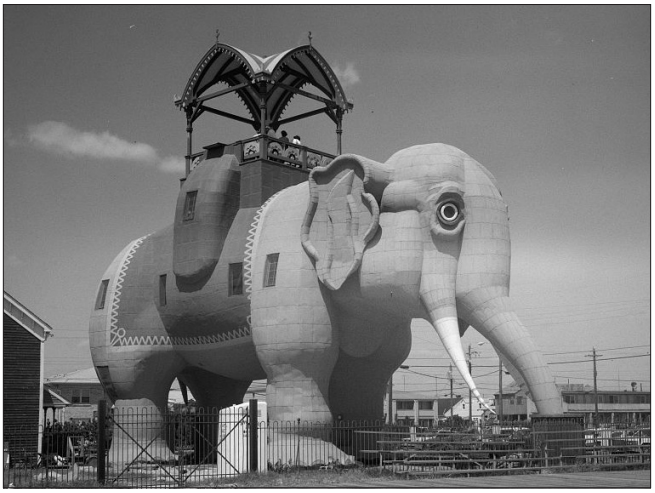
The Secretary of the Interior has developed four nationally accepted treatment approaches for addressing historic resources:

- Preservation
- Rehabilitation
- Restoration
- Reconstruction

These definitions, or *Standards*, should be reviewed prior to formulating the interpretive and physical approach to future work at the resource.

In reviewing these treatment options, owners and stewards should make a realistic assessment of the current physical condition, the desired future interpretation, the nature of the interventions and the budget for the work required to achieve the proposed treatment goal. A property that has been extensively modified may be a poor candidate for restoration to a specific period, or its actual period of significance may extend past the building's popularly understood restoration period.

When owners and stewards commission a planning document, they should understand the meaning of the various treatment options and the potential use of the document to outline future work at a site, the likely outcome of fund raising efforts or funding agency requirements. Potential funding agencies and the New Jersey Historic Preservation Office (HPO), if involved, will review the final document and its recommendations for conformance and consistency with the appropriate treatments as defined by the *Standards*. Recommendations of specific treatments in Historic Structure Reports, Preservation Plans and amendments should be in conformance with the overall *Standards* or they may not be eligible for state or federal funding or reimbursement by other funding agencies. If work is completed based upon the nonconforming recommendations, it may result in the loss of important building materials or fabric or an inconsistent interpretive history.



HABS NJ,1-MARGCI,1--8. Jack E. Boucher, 1976.

Lucy the Elephant is one of the more unusual buildings in New Jersey. Preservation of Lucy the Elephant required addressing moisture-induced deterioration of the wood sheathing that holds the metal skin in place.

OVERVIEW

The first comprehensive document that attempted to describe the history and development of a building was "*The Physical History of the Moore House*", prepared by Charles E. Peterson in 1935.[2] The format and content of this report, referred to by a variety of names, evolved under the direction of the National Park Service (NPS). In 1956, the NPS established an internal agency requirement for the preparation of planning documents for historic properties prior to the undertaking of physical work. Two years later, the term "Historic Structure Report" was coined. This title remains in use today, although the requirements of the documentation and format continue to be refined. Like the NPS, the State of New Jersey encourages the completion of a planning study for historic properties prior to implementing construction projects at these sites. In addition, other preservation programs in the state might require the preparation of a planning document prior to funding a proposed project.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES [3]

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the properties functional is appropriate within a preservation project.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural and architectural values.

Restoration is defined as the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make the properties functional is appropriate within a restoration project.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

HABS NJ,9-JERCI,1--1. Merritt Lacey, 1938.

Old Bergen Church, Jersey City.

HISTORIC STRUCTURE REPORTS

Today, Historic Structure Reports (HSRs) are planning documents, often created by a multidisciplinary team of professionals to evaluate many aspects of a property simultaneously. It is a thorough record of existing historical research and resources as well as existing conditions. A HSR provides a forum to identify historic fabric and the means to minimize its loss, damage or any adverse effect upon it. As a result, long term alternative actions and their impact on the site as a whole can be explored in the planning phase. Similar to past HSR formats, the current document format is limited to information that bears directly on the historic character and fabric of a resource (site, building and/or structure). The project team evaluates and documents:

- History of construction, alterations, owners and significant events at a property based on physical and documentary evidence
- Current conditions
- Existing significant and character-defining features
- Current and proposed program needs, and the related extent of modification of building fabric needed to achieve desired goals
- Recommended overall treatment approach (preservation, rehabilitation, restoration or reconstruction), also known as the treatment philosophy
- Recommended scope of work for individual features or areas
- Prioritization of recommendations
- Identification of future areas of research or documentation

The HSR is a valuable reference tool for the site, because it integrates extensive historic research into a comprehensive catalogue and assessment of existing conditions. It establishes a framework for owners and stewards in considering physical alterations to a property, providing an understanding of how the proposed work will impact the historic fabric and character.

PRESERVATION PLANS

Although there is not complete consensus as to what to call an abbreviated HSR, the terms "Preservation Plan" and "mini HSR" have been used. For the purposes of this brief, "Preservation Plan" (PP) has been adopted to avoid confusion between the two documents.

Preservation Plans tend to be prepared to assess the effects of a proposed treatment or construction-related capital project on the existing fabric of a property. Such work may include repair or replacement of historic fabric, change in use, systems upgrades, code-compliance or accessibility upgrades and hazardous materials abatement. Preservation Plans should include as much historical research and existing conditions documentation as necessary to substantiate its recommendations. Generally, they are not meant to provide the complete documentary record of existing conditions that would be found in a HSR unless warranted by the proposed project.

Preservation Plans are similar to HSRs but:

- Tend to be prepared immediately preceding a specific capital improvement project
- Provide only an abbreviated history of the construction, alterations, owners and significant events at the property and are generally limited to what is directly affected by the contemplated project

Since they are typically prepared in anticipation of a specific project, the long-term benefit of a PP as a resource document is considerably less than a HSR. However, PPs can be supplemented and updated to reflect the depth of information found in a HSR.

HABS NJ,5-CAPMA,68--1 . Jack E. Boucher, date unknown.

Emlen Physick House, Cape May.

WHEN TO PREPARE A HSR OR A PP

Although HSRs and PPs include many of the same components, they are different documents. For example, both HSRs and PPs include a treatment/recommendations section. In a HSR, the treatment/recommendations section is typically equally weighted with the history and existing conditions sections, while treatment/recommendations tend to be the focus of the PP. It is important for owners and stewards to understand the advantages and limitations of each document to make the best selection for their property. When choosing to prepare either a HSR or PP, the following issues should be considered:

1. The treatment approach and anticipated use of the document when complete (For example, to inform a select area of repair or an extensive restoration)
2. Extent of proposed intervention
3. Level of significance of the resource (Whether the property is a National Historic Landmark, listed on the National or New Jersey Register of Historic Places, locally designated or contributing to a historic district – Because evaluations in historic districts tend to be limited to either contributing or non-contributing, it is important to evaluate the significance of each resource individually)
4. Availability of historic documentation
5. Existence of or access to physical evidence (Remaining evidence and limitations of possible non-destructive and destructive testing)
6. Availability of funding to complete documentation

As each historic property is unique, so too is the relative importance that should be given to each of the factors above. In selecting either a HSR or a PP, owners and stewards may consult applicable funding agencies or the HPO, who can provide assistance in the decision. Whichever document is selected, it is essential that, at a minimum, the information included should provide sufficient data to:

- Answer all questions specific to the implementation of the recommended treatment vis-a-vis the *Standards*
- Develop a plan of action for future work
- Make informed management or development decisions and understand the effects of those decisions on historic fabric

In general, when extensive and costly projects are planned, it may be prudent to invest in a HSR as it can better provide a more complete documentary record and fully informed analysis. This is likely to result in a more efficient and economically appropriate project.

In many cases, PPs are undertaken instead of HSRs because of funding limitations. Although a PP may not be the desired alternative, it can still be a useful tool for owners and stewards. In instances in which a HSR would be preferred if financial resources were available, the identification of areas of future research becomes an important and strategic component of the PP. Defining these areas allows owners and stewards to continue research as funding allows, eventually assembling sufficient documentation to form the basis of a HSR.

HISTORIC STRUCTURE REPORT & PRESERVATION PLAN COMPARATIVE MATRIX

The following matrix may be used to help choose the appropriate planning document for a property:

	Treatment Approach & Anticipated Use	Extent of Intervention	Level of Significance	Documentation Availability	Access to Physical Evidence	Funding Availability
Historic Structure Report	Restoration; preservation; rehabilitation; reconstruction of a missing site feature; irreversible alterations	Complete or extensive	National Historic Landmark, eligible for or individually listed on the National or State Register of Historic Places	Significant availability of documentation, such as historic photos, drawings, inventories, etc.	Ability to perform invasive tests and investigations	Funding available for research
Preservation Plan	Preservation; rehabilitation; adaptive reuse, repair, and code, accessibility, or systems upgrade	Limited	Eligible for or individually listed on the National or State Register of Historic Places; contributing resource in an historic district	Limited documentation available	Limited investigation and testing available	Limited funding

HABS NJ,15-DOUT,1--1.
David Ames, 1991.

When considering the preparation of a HSR or PP, the complexity of the site will help to identify the potential consultants required to complete the work. The sawmill at Double Trouble State Park in Ocean County is a wood framed building with a specific relationship to the adjacent waterway. In addition to a preservation architect and architectural historian, appropriate consultants could include a structural engineer, landscape architect, site/civil engineer, and potentially an archaeologist.

HIRING A CONSULTANT

A multidisciplinary team of professionals usually prepares HSRs and PPs, most often under the direction of a preservation architect with demonstrated expertise in historic resources. Because of the more extensive research involved, production of HSRs typically requires a wider variety of professionals than PPs. The team can include historic architects, architects, architectural historians, architectural conservators, landscape architects, engineers, archaeologists, materials analysis experts, historians, historic interior specialists, cost estimator and others, selected to suit the unique qualities of the property. This approach permits simultaneous evaluation of all aspects of a resource. It also allows specialists to review proposed interventions and present integrated recommendations, with an understanding of how each proposed action will impact the resource's historic fabric.

Prior to retaining a consultant to complete an HSR or PP, owners and stewards should read examples of HSRs and PPs from other sites. This will provide an understanding of what each of these documents comprises, which sections or type of information may be appropriate for their site and serves as a standard with which to evaluate a prospective consultant's work. HSRs and PPs are on file at the New Jersey Historic Preservation Office (HPO), the New Jersey Historic Trust, some local historical commissions, historic sites, historical societies and funding agencies, as well as some local or university libraries.

When selecting a consultant, it can be valuable to seek recommendations from representatives of other historic properties in the region or a local historical commission and those who meet the established minimum federal requirements for preservation projects as outlined in 36 CFR 61.[4]

Prior to issuing a Request for Proposal (RFP) from consultants, it is important for owners and stewards to be as specific as possible in identifying what is expected from the final document. This allows potential consultants to base their fee proposals on the same scope of work, provides a basis for comparison between proposals and permits the owner or steward to understand exactly which issues will be explored, and to what extent, in the final document. In addition, if grant funding is being secured for the preparation of the document, property owners and stewards should confirm requirements of funding agencies regarding the qualifications of the project team and the specific content of the final document.

When reviewing proposals, it is most important to understand the qualifications of each of the individuals on the team who will be directly associated with the work and how much time they will dedicate to the project. Particularly in larger consulting firms, principals or department directors may delegate work to their junior staff. Qualified personnel and appropriate methodology is more important than cost in choosing a consultant.

Although there are many instances in which professionals with varied experience are needed, most teams are led by a historic architect with an architectural historian providing some historic documentation. Because of the unique and irreplaceable nature of historic resources, it is important that all team members, including engineers and landscape architects, have demonstrated knowledge of and experience with historic resources, not simply the architect or historian. The National Park Service has established professional qualification standards for various professional disciplines related to historic sites and buildings.[5] Additionally, it is appropriate for owners and stewards to ask for references, borrow samples of HSRs or PPs produced by the preservation professionals, require that architects, engineers and landscape architects be licensed to practice in their respective fields, and verify that prior clients were pleased with their project's outcome.

HABS NJ,9-HOBO,1--1. Steven Sane, 1981.

The Preservation Plan for the Hoboken City Hall was prepared by an experienced team of preservation professionals including architects, engineers, a conservator and a cost estimator.

HSR & PP PREPARATION: A COLLABORATIVE PROCESS

To achieve the best results, owners and stewards of a property should assume certain responsibilities throughout the HSR or PP preparation process and work together as a team from the project's inception through the implementation of recommendations.

At the beginning of the process, owners and stewards should collect available data and review the criteria for the selection of a HSR or PP approach in consultation with the applicable funding agencies and the HPO, if required. Once an appropriate approach is selected, a scope of work for each section should be defined and modified based on the comparative outlines provided as an appendix to this *Guide* to address the unique issues at the property. Owners and stewards can then use the overall scope of work, in conjunction with any funding agency approved contracts, to hire a team of consultants to complete the project.

The process of preparing a HSR or PP can be time consuming. Depending on the complexity of the site and project, a PP may require several months to prepare and a HSR over a year. As the process requires ongoing input and review by owners and stewards, additional preparation time is required, as noted in *Owner's & Steward's Role* below. At times the process may become a source of frustration as significant preparation time is necessary and construction may appear to be delayed.

Whichever document is implemented, it should be developed in conjunction with the owners, stewards and any funding agencies. Additionally, the HPO is available to provide guidance throughout the process. Consultation with the local historic preservation commission is also recommended for information about other local projects and any regulations or agencies which may effect the recommendations. Intermediate draft submissions by consultants will allow the effort to be coordinated with broader planning efforts at the site, including Master Plans, Feasibility Studies and Interpretive Plans and perhaps in the larger community. This will prevent consultants from working in isolation and losing sight of the need to provide sufficient data to answer necessary questions for the implementation of the recommended treatments that benefit the long-term preservation of the resource.

At the conclusion of the document preparation, it is often helpful for the consultant to present the findings of the document to the stewards and owners of the historic resource. This can be an opportunity to answer questions, clarify prioritized recommendations and funding needs, as well as provide the transition from document preparation to implementation by the owners and stewards.

OWNER'S & STEWARD'S ROLE

Input that can be provided by owners and stewards to the consultant team includes:

- Providing copies of available historic documentation including Archaeological Reports, National or New Jersey Registers of Historic Places Nominations, local historical documentation, local repositories of information, etc.
- Identifying potential sources of documentation or research, including photographs, maps, illustrations, written descriptions, etc.
- Providing construction documents, records of previous construction efforts or oral descriptions of recent modifications or problems
- Sharing available planning documents such as previous HSRs and PPs, Master Plans, Assessment Reports, Interpretive Plans and Feasibility Studies
- Providing access to the consulting team and participating in walk-throughs to describe issues or concerns
- Identifying potential availability and sources of funds and resources for maintenance and capital improvement projects
- Describing the intended use of the property after work is complete
- Meeting with the consultants to review findings and assumptions as preparation progresses to ensure a mutual understanding as final recommendations are developed
- Reviewing drafts of the HSR or PP to ensure the goals of the property are reflected in the document and provide comments
- Implementing recommendations for improvement, particularly those that are causing ongoing deterioration, affecting life-safety issues or can mitigate a potential vulnerability or hazard, as well as routine maintenance

Lack of participation in the process by the owner and/or steward or the absence of communication with the design professional can result in a document that does not reflect the available information, or the goals and mission of those responsible for the long-term preservation of the historic property. In this case, it will be unlikely that the resulting document will be utilized as intended to provide the needed direction and care of the historic property.

PRODUCTION, DISTRIBUTION & AVAILABILITY

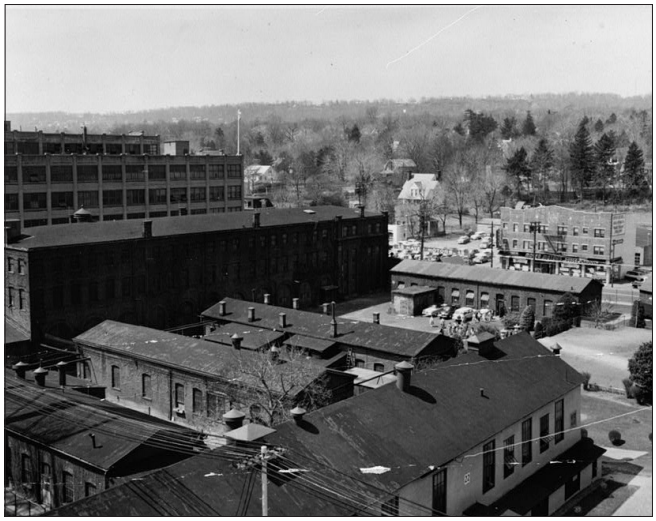
The preparation of HSRs and PPs entails the collection of a substantial amount of information and documentation and, thus, can provide long-term value to a historic property. This can include historic documents, images, drawings or photographs, as well as information produced during the course of the project, such as consultant reports, drawings, photographs and documentation of key decisions when forming recommendations.

In addition to the information collected during the production, it is important to consider the format as well as the repositories for the final document. The final document should be distributed to all who need access and made available for future reference.

In general, property owners should request a minimum of three printed copies for their own use, with at least two printed on archival paper. Two copies should be stored on site with one to be utilized as an active reference document for the property owners, stewards and caretakers. The third copy can be stored at a local library, historical society, university or similar institution, which will allow public reference as well as provide a back-up location in the event that an unforeseen event damages the property. In addition, if the preparation of the document will be funded by outside sources, or if review is required by the HPO or similar entity, the funding agency or organization might also require a designated number of copies.

When printing copies of the document, it is important to consider the binding. Although a more permanent spiral, comb or similar binding provides a consolidated final document, it presents challenges when additional information, amendments or updates are needed. It is therefore recommended that at least one copy be bound in a format that can be easily updated, such as a three-ring binder, and be maintained on site.

As noted in the *Cost of a HSR or PP* section at right, it is important to keep in mind that printing multiple copies of draft and final documents, particularly in color, can be costly. One way to mitigate costs and provide an easy and inexpensive means of sharing the completed document with those who will ultimately implement recommendations and/or prepare future amendments is to request a digital copy of the final document. This can be provided by the consultant on a flash drive or similar device, and copied to multiple computers, both on and off-site. Digital copies also provide a means for the consultant team to share high-resolution photographs of the property with owners and stewards. These images can record the property's condition at the time of document preparation that can be invaluable to future caretakers of the site. If appropriate, sections of the document, such as the history of the property and historic images, can also be shared though web sites, potentially increasing public interest and awareness in the resource.



HABS NJ,7-ORAW,5--1. Mr. Lewis, 1957.

Sites with multiple buildings, such as the Thomas A. Edison Laboratories, Essex County, NJ, will be more expensive to document than sites with one building.

COST OF A HSR OR PP[6]

The cost of preparing a HSR or PP can vary widely based upon a number of factors:

- **Level of Documentation:** Because a HSR requires more exhaustive documentation, and often includes participation from more consultants, they tend to be more costly than a PP.
- **Size & Complexity:** A one-room schoolhouse will typically require far less effort to document than a property that includes multiple buildings and site features, particularly if the buildings are large, complex structures.
- **Availability of Information:** Sites that have been well documented with detailed histories, accurate drawings, records of prior studies or construction projects can reduce the cost associated with the preparation of a HSR or PP if this information is accurate and shared with consultants at the beginning of the preparation process.
- **Required Level of Intervention:** A property contemplated for restoration to a particular period of significance or a significant change in use that will require more intensive architectural design or code compliance, will be more costly to document than a property likely to undergo more minor intervention.
- **Physical Condition:** A well-maintained property is often less challenging to document than one that is in poor physical condition.
- **Property Location & Access:** A property that requires substantial travel costs for the project team or special equipment to assess such as a high reach, will be more costly than a small-scale property with easy access.
- **Deliverables & Presentations:** The required number of printed copies of the draft and final document as well as the number of meetings and presentations can impact the cost.

HABS NJ,3-MOUHO,1--1. Nathaniel R. Ewan, 1936.

A detailed assessment of the Burlington County Courthouse resulted in its restoration and continued reuse.

UTILIZING A HSR OR A PP

Once a HSR or PP has been prepared, it should be utilized by owners or stewards to implement a plan of action. Although a HSR is primarily a documentary resource and not project or issue specific, it is extremely useful for a number of purposes.

One of the most challenging aspects of a HSR or PP is the implementation of the recommendations. In the case of a recommended capital improvement project, a qualified consultant, such as a historic architect , engineer and/or landscape architect, is usually hired to prepare construction documents. Depending on the thoroughness of the document, additional testing or research may be needed prior to proceeding with the work.

In order for a preservation planning document to be most valuable, it should be prepared as early as possible in any project or capital campaign when there is still flexibility to respond to the new information and recommendations. Many owners and stewards have discovered through the preparation of a HSR or PP that earlier assumptions and interpretations were found to be historically inaccurate, or proposed treatments inappropriate for the property. These discoveries can lead to construction projects better tailored to the site, interpretation changes that enhance a visitor's experience, and, in some cases, avoidance of unnecessary and costly changes.

In many instances, the highest priority recommendations will involve "invisible" work such as stabilization of the structure or prevention of further deterioration or the replacement or installation of building systems. Although this type of work will not produce readily visible effects, it is unwise to complete cosmetic or decorative improvements to a resource while it is structurally unsound, where further deterioration is anticipated, or where significant vulnerabilities or hazards have been identified.

HSRs can:

- Broaden the understanding and appreciation of a property
- Enable development of a use plan that maximizes respect for historic fabric in conjunction with program needs
- Inform curatorial and interpretive issues
- Develop interpretive plans and inform other planning documents
- Assist in the development of a maintenance plan (if not included in the HSR)
- Identify potential hazards and vulnerabilities
- Assess the impacts of proposed alterations
- Guide the preparation of construction documents for a capital project
- Provide a cost estimate for proposed capital projects that can be utilized to establish fund raising goals and inform potential grant organizations
- Provide information in response to management or development issues
- Provide information to support future studies or construction projects
- Guide future research

Since a PP is usually undertaken in anticipation of a specific project, its recommendations tend to lead directly to construction documents and a capital improvement project and may be less comprehensive. It can provide a good starting point for the future research, but is more limited in scope than HSRs.

SUPPLEMENTING & AMENDING

Both HSR and PP documents can be supplemented or amended as additional information is discovered or needs of a property are identified. Amendments may be undertaken when:

- Additional information or investigation is needed prior to a potential intervention
- New information comes to light
- Documentation of an intervention is needed
- Time has passed and an update is needed

When considering the extent and level of an amendment, it is important to understand its intended purpose and how the resulting document will be utilized by the owners and stewards of the property.

In many cases, amendments may be project-specific, such as completing an archaeological investigation or paint analysis in advance of a construction project. Supplemental investigations can enhance an existing HSR or PP with additional information that can guide future interventions. In more comprehensive updates, an amendment can be an opportunity to review changes to the property that have occurred since the initial document, evaluate different uses at a property or provide revised prioritized treatment recommendations and associated costs. Based upon the needs of a property, an amendment can be a single section or comprehensive review.

Record of Treatment & Discovery

The comparative outline, Part III: Record of Treatment (page 24), encourages supplementing a HSR or PP with documentation of work completed at a historic site. This documentation can provide a clear record of the known historical background and context prior to the beginning of work, recommendations for alterations and a record of what was actually implemented at the property. A cumulative record of work can be particularly useful to future stewards of the property by providing an understanding of what interventions occurred in the past and the context for future decisions. It should also be noted that some organizations or government agencies will require the completion of the Record of Treatment. In addition, HSRs and PPs can be amended to reflect physical or documentary evidence discovered during the course of an intervention.

Supplemental Investigations

As noted throughout the comparative outline, there are numerous opportunities for the preparer of the HSR or PP to identify areas of future study. These study areas can be items excluded from the original document scope, or the result of a discovery made during the preparation that was not fully explored. Supplemental investigations can include:

- Additional historical documentation
- Archaeological evaluation
- Site and landscape evaluation
- Materials analysis
- Developing furnishings and/or interior decoration recommendations
- Completing a maintenance plan
- Completing a vulnerability and hazard mitigation plan
- Completing an emergency plan

Amending

While supplemental information is intended to enhance documentation and/or provide a more complete record, a HSR or PP amendment can be an opportunity for the re-examination of major components of the original document. An amendment may be needed when:

- Additional developmental history is found that might change the course of treatment recommendations (A clear statement of the treatment should be provided with appropriate justification)
- Physical evidence is uncovered during investigations or during work that has the potential to alter the treatment philosophy or proposed interventions
- Many or all of the proposed recommendations in the previous HSR or PP have been completed
- The passage of time results in a change in the condition and/or makes the recommendations outdated

The extent and specific components of the amendment will vary based upon the needs of the site and factors necessitating the work. However, it is often helpful for amendments to include documentation and a chronology of the physical changes that have occurred at the property since the initial plan preparation as well as a revised prioritized list of recommendations to guide current and future stewards of the property.

Organization & Distribution of Amendments

If the HSR or PP is in a format that can be easily updated, such as a three-ring binder, supplemental information can be easily added to the original document. It is also highly beneficial to obtain a digital copy of the supplemental information for addition to the project's electronic documentation file.

Based upon the format of the original document and comprehensiveness of the amendment, it might not be practical to follow the specific organization presented in the *Comparative Outline, Section Contents* (page 17). If the consultant believes the format of the final document will be different, it would be prudent to present the reasoning for this to the owners, stewards and potential funding organizations to ensure expectations are consistent with final results.

When preparing an amendment for distribution, it is challenging to determine how many paper copies should be produced as well as how much, if any, of the original document should be included in the distribution. Although it might be beneficial to include an entire copy of a short, original PP in a comprehensive amendment, reproducing an original HSR and supplemental information can be unwieldy. To the extent that there are digital copies of previous documentation available, it is recommended that it all be electronically organized and filed on an external flash drive and copied onto multiple computers, on and off site.

VULNERABILITY & HAZARD ASSESSMENT[7]

The preparation of a HSR or PP provides a unique opportunity to review the potential vulnerabilities and hazards that can be encountered on a property as well as develop an approach for improvement. (Refer to *Potential Vulnerabilities & Hazards*, below.) The preparation of a vulnerability and hazard assessment should include trained professionals appropriate for the needs of a site such as architects, landscape architects and engineers, who review a property's condition and provide recommendations for improvement in conformance with the *Standards*. As an extension of an HSR or PP, these professionals can provide recommendations to mitigate potential vulnerabilities or hazards, increasing potential safety of visitors, the property and the collections.

Although it is not possible to prevent a natural disaster, through implementation of a vulnerability and hazard review, the impact of an emergency can be mitigated and the effect on human life and property reduced. Two of the most common threats to historic buildings are damage from fire and water. This can be particularly true at historic properties with aging infrastructure that remains in service although it is beyond its useful life, has been modified over time or is overtaxed by its users.

Fire safety concerns at historic properties may include:

- Problems or defects in the heating system
- Problems or defects in the electrical system
- Concealed spaces or spaces that are difficult to access that might include an unknown hazard
- Lack of lightning protection, particularly for free-standing buildings in a suburban or rural setting
- Inadequate fire protection systems or equipment

Water management concerns at historic properties may include:

- Problems or defects in the building envelope that allow storm water intrusion into a building or damage to a property
- Sub-grade problems including broken pipes that can saturate soil, compromise masonry and undermine foundations; as well as abandoned privies or underground streams that can cause subsidence
- Leaking interior plumbing that can damage a building, collections and records

In many ways, a review of vulnerability and hazards is not a stand-alone process, but is integrated throughout the recommendations typically found in a HSR or PP. As part of good preservation practice, the replacement of an obsolete electrical system, regrading of a perimeter foundation or installation of a sump pump in a wet basement can all assist in the event of an emergency and prevent damage at a historic property. However, at most historic properties there will be some issues that may not fit neatly into traditional sections of a HSR or PP that can be included in a stand-alone vulnerability and hazard assessment.

Examples of items that may be included in a vulnerability and hazard assessment that might not be in another section of an HSR or PP include:

- A recommendation to relocate collections or records stored in a basement or lower level susceptible to flooding to higher floor levels or off-site as appropriate
- A recommendation to relocate building systems out of harm's way (i.e. above flood levels)
- The location of fire extinguishers and the nearest fire hydrants and fire station

POTENTIAL VULNERABILITIES & HAZARDS[8]

There are a variety of emergencies that can impact a historic property, both natural and human-caused, that should be considered based upon a property's location, its surroundings and condition. Examples of potential vulnerabilities include:

Natural Disasters

- Flood – flash and slow-rising
- Earthquake
- Hurricane, tornado, windstorm
- Coastal storm, tidal wave
- Landslide
- Wildfire
- Heavy snow, ice, hail

System Failures

- Electric supply
- Fuel supply
- Water supply
- Sewer failure or backup
- Communication systems
- Structural collapse

Industrial Failures

- Chemical spill
- Explosion
- Nuclear power plant accident

Accidents

- Fire
- Motor vehicle impact
- Construction related – impact, collapse, fire
- Transportation of hazardous materials

Human Impact

- Vandalism, property and collection
- Theft
- Arson, bomb threat
- Riots, civil disturbance

When reviewing this list of potential emergencies, it is important to keep in mind that an initial event or failure can have a cascading effect and initiate a subsequent problem. For example, a coastal storm can result in flooding, causing failure of the electrical supply, creating a potential fire hazard and disarming security and communications systems.

Regular Maintenance Helps Reduce Vulnerability

In many ways, a well maintained property and building can provide the best investment in reducing the potential damage from a vulnerability or hazard. All materials deteriorate over time, and without regular repair, the deterioration can accelerate. Regular maintenance can slow down the effect of deterioration, in addition to mitigating potential risks associated with vulnerabilities and hazards.

Examples of deferred maintenance that can be addressed to reduce the threat to historic properties includes:

- Trimming of overhanging tree limbs that can crash through a roof or take down electric and telephone lines
- Clearing of site debris that can become airborne in a wind storm, clog storm drains, provide fuel for a fire and a home for pests
- Maintaining roofing, flashing, gutters and downspouts to direct storm water away from a building
- Ensuring oil and/or propane tanks and associated connections are well maintained
- Repairing roof framing to support heavy snow loads
- Repointing masonry including chimneys, walls, foundations and piers to prevent collapse
- Replacing or securing missing or dislodged siding to prevent storm water infiltration
- Replacing cracked pipes to prevent plumbing leaks or sewer failure
- Replacing cracked window glass that can shatter in a wind storm and allow storm water infiltration
- Maintaining shutters in an operational condition to protect windows from airborne debris in a wind storm
- Replacing batteries in smoke and carbon monoxide detectors
- Removing clutter and unnecessary storage in a building, particularly of items that can be a hazardous or highly flammable

Following the recommendations found in a maintenance plan at a property can provide the basis for protecting historic properties and collections, and more importantly, human life from a vulnerability or hazard. It also is a good form of stewardship for long-term preservation of a historic site.

GOVERNMENT ASSISTANCE FOR MITIGATION & EMERGENCIES[9]

Government agencies are available to provide information, assistance and funding for mitigation and emergencies at the federal, state, regional and local levels. Several federal programs are administered through the Federal Emergency Management Agency (FEMA), but based upon the specific type and location of the property, assistance programs might be available through the following agencies and organizations:

- **Community Development Block Grants** (CDBG): Allocated by US Department of Housing and Urban Development (HUD) to each state – Disaster Recovery Assistance grants providing financial assistance to cities, counties and states in recovery efforts
- **Small Business Association** (SBA): Disaster Assistance Loans – Providing SBA-administered loans to individuals after a formal disaster declaration and FEMA registration
- **National Resources Conservation Service** (NRCS) – Watershed and Flood Prevention Operations (WFPO) Program providing technical and financial assistance to states and local governments
- **US Department of Energy** (DOE) – Technical Assistance Program supporting energy efficiency and renewable energy

Most of the federal programs are geared towards community mitigation and emergency funding rather than owner and site-specific funding and will require coordination with state, regional and local emergency management programs.

State Emergency Management Agencies (SEMAs) supplement federal programs. In addition to managing funding programs, the New Jersey Office of Emergency Management provides information to mitigate potential hazards in the state including hurricanes and wildfires. Their website provides information about potential threats, a vulnerability and hazard self-assessment guide if retaining a professional assessment is not feasible, as well as providing recommendations for what to do in the event of an emergency.

County and local governments can be an invaluable resource close to home. They can provide guidance regarding the best programs to suit specific locational needs, as well as manage funding for community-wide mitigation efforts. Many regional and local governments can provide information, an emergency response team and training opportunities for emergency personnel and residents. Local officials and first responders might also be able to assist with performing a property review:

- **Fire Marshal:** Potential fire hazards – note that conditions that are non-conforming with code requirements can be cited and remediation might be required
- **Code Official:** Potential life-safety and code issues – note that conditions that are non-conforming with code requirements can be cited and remediation might be required
- **Police Official:** Potential security vulnerabilities

Finally, insurance brokers are often available to review a property and provide remediation recommendations that protect their investment.

HABS NJ,2-HOHO,1-. Jack E. Boucher, 1971.

Regular maintenance, such as replacing broken glass as seen in the photograph from the Hermitage (Ho-Ho-Kus), can reduce vulnerabilities and hazards at a property.

Implementing Vulnerability & Hazard Recommendations

Vulnerability and hazard mitigation measures can generally be categorized in one of two ways, those that are readily achievable and those that require a significant intervention. In considering the implementation options, it is often impossible for non-profit organizations to do it all. It is therefore necessary to direct financial and personnel resources where they will have the greatest impact, and coordinate implementation efforts with the phased recommendations of the HSR or PP.

Readily achievable recommendations can include:

- General housekeeping of buildings, structures and a property including removal of debris to reduce potential nesting pests and fire risk
- Regular maintenance to correct small problems before they become large
- Location of collections, records and equipment to minimize potential harm from water such as avoiding storage in flood-prone areas or near plumbing that has the potential to leak; or storage in waterproof bins as an alternative
- Minimizing threat from falling objects by securing potentially unstable furnishings to walls and storing heavy objects on lower shelves and not above fragile items or equipment such as computers
- Encouraging safe practices by staff and volunteers, such as limiting the use of fireplaces, stoves and candles during interpretive programs
- Ensuring that there are sufficient fire extinguishers, they are properly charged and ready for operation and the staff and volunteers are properly trained in their use
- Prohibiting smoking on the site
- Managing special events to minimize potential risk, including requiring fire-resistant tents and drapes, limiting cooking and warming to appropriate areas, requiring prompt removal of garbage and food scraps to minimize rodents and pests

By contrast, significant interventions generally occur as part of a larger construction project being undertaken following the recommendations of a HSR or PP. These interventions can include:

- Replacement or relocation of the electrical system
- Replacement or relocation of a heating system
- Removal of an abandoned oil tank
- Installation of a hard-wired smoke detection system
- Installation of a sprinkler system
- Installation of a lightning protection system
- Installation of a fire-rated enclosure at a heating system
- Rebuilding of a structurally deficient wall, roof or floor
- Regrading of the site or installing a dry well to manage storm water

When completing a significant intervention or construction project, it is also prudent to ensure contractors minimize risk associated with the work including limiting or restricting welding operations, limiting or prohibiting flammable or toxic materials, providing adequate security, and requiring the prompt removal of construction debris and rubbish.

LC-DIG-det-4a19499. Detroit Publishing Co. no. 039194, c. 1900.

Properties near water and along waterways , such as the Cape May Light House, are more susceptible to flooding and potential coastal storms.

EMERGENCY PREPAREDNESS PLAN[10]

An emergency preparedness plan is a written document that outlines how a facility will care for people, property and collections in the event of a natural or man-made emergency. Similar to many references, The Getty Conservation Institute's publication *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions* recommends covering the following protection measures:

1. **Prevention:** Eliminate hazards or reduce their potential effects on staff and visitors, on the collection, and on other assets.
2. **Preparedness:** Prepare, train and equip personnel to handle an emergency.
3. **Response:** Prevent injury and limit losses after an event.
4. **Recovery:** Prepare and train staff and volunteers to carry out the process that returns operations to normal.

The vulnerability and hazard review specifically addresses the identification and elimination of potential problems at a property, and prevention of those potential emergencies that can be mitigated, and the prevention aspect of an emergency preparedness plan. However, the vulnerability and hazard assessment will not address many items found in an emergency plan such as collections management, staff and volunteer training, as well as evacuation, recovery, clean-up and salvage procedures to get a facility back into operation. The implementation of a full emergency preparedness plan will provide a guide to return a property to useful operation.

Prevention

Prevention should focus on assessing and reducing risk associated with a potential disaster. This generally involves identifying threats to a facility and its collections, and mitigating or removing those threats. Potential vulnerabilities that should be addressed include:

- Records management, both paper and electronic, including collections, personnel, financial and membership information
- Collection protection from pests, mold or other hazards
- Security of people, collections, information and facility

Just as the vulnerability and hazard assessment focuses on issues related to the facility, the records management, collection protection and security reviews should identify potential vulnerabilities and recommend preparedness and protection measures that reduce or remove risks specific to an institution's needs.

Preparedness

In preparation for a potential emergency, there are a number of steps that can be undertaken by an institution to minimize the effect and the operational downtime associated with an emergency. It is also prudent to consider what information should be available off-site in the event a property becomes inaccessible during an emergency or records may be damaged. After identifying potential risks and mitigating those issues that can be addressed, in preparing for an emergency, it is important to:

- **Collect Emergency Contact Information & Update Regularly:** Mobile phone numbers and personal e-mail addresses for staff and volunteers and a family member in the event of a medical emergency; Repair and service vendors including plumbers, electricians, HVAC companies, landscapers and security companies to address immediate issues that threaten a property; museum and conservation personnel that can assist in recovery efforts; Insurance companies
- **Collect Emergency Supplies:** Sandbags and plywood window covers; sump pumps; a first aid kit and water; protective gloves and respirators; waterproof bins, tarps, boxes, tape, packing materials for collections and records
- **Prepare:** Evacuation plans; collection packing, relocation and storage plans; communication and response plans including a chain of command to make decisions
- **Train Staff and Volunteers:** Emergency evacuation procedures; operation of a fire extinguisher; shut-off for water and gas; emergency collections handling
- **Coordinate with Emergency Personnel:** Provide site tours with local first responders to familiarize them with the property and contents (Refer to *Government Assistance for Mitigation & Emergencies*, page 11.)
- **Develop Procedure Checklists:** Clearly outline procedures to be followed in the event of an emergency
- **Establish an Emergency Fund:** Include funding for response, recovery and lost income until operations can be resumed

In the event of anticipated emergencies, such as a hurricane, it might be possible to complete a level of preparation at a property such as closing shutters to protect windows; turning off utility service to a building and unplugging computers, or installing plastic sheathing over collections to minimize potential water damage. For non-anticipated emergencies, such as a fire, mitigating hazards and vulnerabilities as prevention is the best tool.

Response

The response should address the needs of a facility in the immediate aftermath of an emergency event. The first response should focus on the evacuation of all people to safety until the immediate threat has dissipated. Once it is safe for staff and volunteers to be on site, the assessment phase of the property, collection and records can begin with an emphasis on stabilizing the situation to prevent further damage.

Recovery

The extent of the recovery will vary based upon the scope and nature of the emergency. It will be important during the recovery process to establish clear communications with staff and volunteers, supporters and emergency response personnel and organizations. Recovery procedures should be implemented by those with appropriate training to prevent a well-meaning volunteer from causing harm to themselves, the collections or the property.

· COURT · ELEVATION · AND · SECTION · AT · LINE · S-S ·
· NORTH · ELEVATION ·
Note:
For porch, coloma, dormer and window details see sheet No. 7
For main entrance details see sheet No. 6
· ARBERT · K. · NEWHOUSE, · DEL ·
· NEW · JERSEY · DISTRICT ·
U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF NATIONAL PARKS, BUILDINGS, AND RESERVATIONS
BRANCH OF PLANS AND DESIGN
NAME OF STRUCTURE
" THE OLD BARRACKS "
TRENTON NEW JERSEY
SURVEY NO.
6-39
HISTORIC AMERICAN BUILDINGS SURVEY
SHEET 2 OF 9 SHEETS
INDEX NO.

Measured drawings, such as this plan of the Old Barracks, can be a helpful tool to clarify existing conditions and note areas of deterioration.
HABS NJ,11-TRET,4- (sheet 2 of 9) - Old Barracks, South Willow Street, Trenton, Mercer County, NJ.

Historic Structure Reports & Preservation Plans:

A Comparative Outline

OVERVIEW

The format for HSRs and PPs outlined in the following pages is intended to address many potential components of the final document. Many items identified are optional and may not be necessary. Items preceded by a solid box represent the minimum recommendations for each type of document. The optional elements can provide useful information that might guide the recommendations and might be appropriate based on the unique needs of the resource and the proposed treatments. Additionally, documents may be amended at a later date to include additional information, evaluation, or analyses as outlined in the recommendations for future research. (Those sections that should be included in an amendment are noted as "Amend", although the scope should be specific to the needs of the property.)

The format of the outline is a suggested guideline. The specific content and format for each project should be based on the project's needs, goals and the availability of information and resources. Subsections can be combined as appropriate and information should not be duplicated between sections unless needed to clarify a recommendation. The final document should be developed in consultation with consultants, owners, users and if applicable, funding agencies. To facilitate its use, provide clear guidance to owners, stewards and users and identify achievable steps to implement the recommendations in the document and meet the goals for the site.

Information that is indicated to be in the text of the main document as well as the appendix is intended to provide the consultant with flexibility in its organization. Copies of historic and current photographs, drawings and documents may be presented as an appendix of the applicable section or in the main appendix. Similarly, evaluations, research and assessments by engineers, archaeologists, landscape architects, conservators, materials specialists and others should be summarized in the body of the document and the individual reports included as an appendix.

The clarity of photographs is very important in both the presentation within the document and as a future reference tool. It is highly recommended that all photographs of current conditions be high resolution, digital images. Use of a perspective correcting lens is strongly encouraged as is providing owners and stewards a high-resolution digital copy of project-related photographs. It is recommended that measured drawings and photography follow the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*.[11] Captions for all photographs, illustrations and drawings should include orientation, date, author and source if known. Special effort should be made to ensure clarity in printing or copying to allow for maximum legibility. Footnotes, endnotes and bibliographies should be included for all referenced material in accordance with a standardized format, such as the *Chicago Manual of Style*.

The length of some subsections is provided as a suggested guideline and does not include graphics, photographs or drawings. Specific lengths should be modified based upon the nature of the resource and the extent of available information.

SAMPLE TABLE OF CONTENTS

The table of contents should be customized to meet the needs of the project and preference of the preparer.

Paginated Table of Contents

List of Figures

Executive Summary
- Scope of study
- Purpose statement
- Overall treatment approach
- Summary of findings and recommendations

Project Directory
- Sponsoring individuals or organization
- Consultants
- Funding sources

1.0 Introduction
- 1.1 Property significance
- 1.2 Project methodology

2.0 Developmental History
- 2.1 Historic overview
  - 2.1.1 Contextual history in region and industry
  - 2.1.2 Property and site history
  - 2.1.3 Potential sub-grade resources
- 2.2 Chronology of Construction
- 2.3 Architectural Description
  - 2.3.1 Site
  - 2.3.2 Building exterior and interior
  - 2.3.3 Architectural Plans and elevations
- 2.4 Building typology
- 2.5 Statement of significance

3.0 Existing Conditions Assessment
- 3.1 Site features
- 3.2 Building exterior and interior

4.0 Identification of Significant Features

5.0 Treatment Analysis
- 5.1 Treatment philosophy
- 5.2 Use and interpretation analysis
- 5.3 Code and accessibility analysis
- 5.4 Recommendations
  - 5.4.1 Landscape and site
  - 5.4.2 Building exterior and interior
  - 5.4.3 Summary of recommendations
- 5.5 Preliminary estimates of probable costs
- 5.6 Phasing recommendations

Appendices
- A. Bibliography
- B. Glossary
- C. Updated Intensive Level Survey Form
- D. National Register Nomination
- E. Structural Evaluation
- F. Building Systems Evaluation
- G. Paint Analysis
- H. Mortar Analysis
- I. Maintenance Plan
- J. Vulnerability and Hazard Assessment
- K. Emergency Preparedness Plan

SECTION CONTENTS

PREFACE

Table of Contents

HSRs, PPs and amendments should be paginated sequentially or sequentially numbered by section. List section and sub-section headings as appropriate. (Page numbers are not necessary on previously prepared documentation or studies including in the appendix if prepared at a different time than the document.)

IDENTIFICATION OF THE RESOURCE

Executive Summary

The intent of the executive summary is to state the purpose and scope of the project, state the overall recommended treatment approach and provide a synopsis of the findings and recommendations of the HSR, PP or amendment. It should locate the project, including the county, provide the historic name, if available, and provide a brief description of the building or structure, its site and setting.

The section should also present a brief description of the existing condition of the building and/or structure and the site, identify the recommended treatment approach(es) (i.e. preservation, rehabilitation, restoration or reconstruction), prioritize zones of significance and describe the general interior or exterior features, spaces or materials and their general treatment recommendations. It should also identify any previous studies and preservation or stabilization efforts.

The Executive Summary should also identify organizations and/or agencies which will own, interpret and operate the resource, and any provisions which have been made, either in the HSR, PP, amendment or elsewhere, for continued maintenance and/or treatment.

Introduction

The intent of the introduction is to orient the reader, summarize the significance of the resource and identify its historic designation (i.e. National Historic Landmark, National Register of Historic Places, New Jersey Register of Historic Places, local individual designation, or location in a historic district, etc.). It also describes the methodology and organization of the document's preparation and identifies individuals, groups or agencies responsible for the undertaking.

The introduction should acknowledge the report sponsor and/or funding sources, individuals or consultants involved in the preparation of the HSR, PP or amendment, as well as individuals or organizations who provided assistance or cooperation during its preparation. It should describe the relationship to other planning documents which may impact the site, including master plans, feasibility studies, assessment reports and interpretive plans, emergency plans, as well as identify recommendations for areas for future study.

PART I. DEVELOPMENTAL HISTORY

HISTORICAL BACKGROUND & CONTEXT

History of the Property

The depth of historical research and data can vary widely between a HSR and PP. In addition, the level of documentation associated with an amendment will vary based on previous documentation efforts, and work completed since the original document preparation. To avoid confusion, each are described separately below.

Historic Structure Report

In a HSR, descriptions of the historical, cultural and architectural significance of the resource may be divided into separate sections if the complexity of the building's history or availability of information warrants. Otherwise, it can be presented as a combined narrative since construction history, history of ownership and significant events tend to be intertwined.

This section should discuss the historical significance of the building or structure and its site, based upon its involvement with significant events, people or historic periods. It should also address its architectural significance, based upon the physical aspects of the design, materials, form, style or workmanship as a representation of the work of a notable architect, engineer, landscape architect, builder or craftsman.

This section describes the owners and/or occupants of the property and their influence on its development, as well as significant events that occurred there, based on the evidence of primary source documentation. All primary source material should be scrupulously identified and documented in footnotes or endnotes throughout the narrative. Primary source material can come from several locations, including: tax assessments, probate records or wills, "chains of title", inventories, deeds, insurance documents, maps, newspaper articles describing an event at the resource or advertising its sale, letters, diaries, biographies, ledgers, vouchers, travelers accounts, photographs, paintings, drawings and illustrations.

Additional information that can be presented in this section, such as graphics or sketches, should be included when available. If a National or New Jersey Register Nomination form has been completed for the resource, it should also be included, either in this section or as an appendix. Additionally, if an earlier Individual Intensive Level Survey Form has been completed, it should also be included. (Reliance on National Register and New Jersey Nomination forms for information regarding a property's significance may not be adequate, particularly if the nomination was prepared prior to 1980. Older nomination forms often are in need of updating. An updated Individual Intensive Level Survey Form should be included as an appendix.)

Research should include an annotated chain of title and a chronology of the construction, alteration and use history of the resource and its site through the present day. Descriptions of prior owners or occupants and their associations with and development of the property should be included in the narrative portion of the text. Narrative descriptions may include the circumstances by which the property was acquired, how acquisition or subsequent development or alteration was financed and whether the property size or features changed during their ownership. Copies of pertinent original documents, maps, prints, drawings or photographs should be presented as an appendix to this section or in the main appendix.

Preservation Plan

Similarly, in a PP, the historical, cultural history of property, and architectural significance of the resource may be divided into separate sections if the complexity of the building's history or availability of information warrants. Otherwise, it can be presented as a combined narrative since construction history, history of ownership and significant events tend to be intertwined.

This section should discuss the historical significance of the building or structure and its site, based upon its involvement with significant events, people or periods. It should also address its architectural significance, based upon the physical aspects of the design, materials, form, style or workmanship as a representation of the work of a notable architect, engineer, landscape architect, builder or craftsman. In instances in which the sufficiency or quality of documentation is inadequate, additional primary source research should confirm or supplement data. Include citations for all documentation.

In contrast to a HSR, in a PP this section does not necessitate exhaustive primary source research. Sufficient information should be presented to document the general chronology of major events or construction activities at the resource, and provide adequate justification for each of the recommended treatments. It should be primarily based upon available documentation and include recommendations for further research, including the identification of additional data, as appropriate.

Additional information can be presented in this section, such as graphics or early written descriptions and should be added when available. Graphics may include period photographs, prints, historic maps and drawings. Copies of historical written descriptions may also be presented, such as letters, wills, advertisements for sale of properties, tax or insurance assessments, etc. Copies of pertinent original documents, maps, illustrations, or photographs should be presented as an appendix to this section or in the main appendix.

Amendment

At a minimum, the historic documentation for an amendment should include the identification of prior studies and treatment efforts with dates of completion and individuals or firms involved since the preparation of the previous HSR or PP. Beyond recording changes in the interim period between the documents, the level of historical information required for an amendment will vary based upon the adequacy of previous developmental history, the scope of the intended update and whether any additional developmental history is found that might change the course of treatment recommendations.

Archaeological Evaluation

An archaeological evaluation is appropriate in either a HSR, PP or amendment to better understand the historic development of a site and its remaining below-ground features. An archaeological evaluation is typically conducted when ground disturbance may occur within an area that has potentially remained undisturbed since the period of historic significance, or when there is an opportunity to gather additional interpretive information. An archaeological survey may be particularly helpful in providing information that may not be available elsewhere about remnants of earlier features, significant aspects of the site, its use and occupants. This evaluation is not necessary at every site, but it may be appropriate based upon the nature of the resource and the proposed treatment recommendations, particularly if the proposed treatment will include ground disturbing activities. These ground disturbing activities can include re-grading of the landscape, installation of a parking lot or the construction of an addition or new structure.

This evaluation should be performed by an archaeologist with expertise in similar resources. It may be included as a separate section within either document or as an appendix. Archaeological research may be phased, beginning at a Phase I survey, which locates and registers known and potential archaeological sensitivities, followed by a more intensive Phase II, which evaluates them for listing in the New Jersey and National Registers of Historic Places if important remains are revealed in initial excavations. (Refer to the New Jersey HPO's *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources* and *Guidelines for Preparing Cultural Resources Management Archaeological Report Submitted to the Historic Preservation Office*[12] for specific requirements as well as the *Secretary of the Interior's Standards for Archeological Documentation*[13] for more information.)

Evaluations should present the anthropological and archaeological significance of the site to date, and the process by which the determination was made. If archaeological testing or research is performed, the documentation should present the research design, methodology, field results, interpretations and recommendations for future research. Photographs of the testing and significant findings, an artifact inventory and analysis and a site plan identifying testing locations, known site disturbance and archaeological features should also be included. Additional figures may be necessary to clarify findings.

It should be noted that many agencies that fund capital projects resulting in ground disturbance require an archaeological evaluation as a condition of a grant agreement. In some cases, the required archaeological monitoring can be included as part of a construction project, although completing the work in advance of the construction project can better inform the treatment recommendations and design efforts. Proposed areas of ground disturbance and the potential impact on sub-grade features should be described in *Part II: Treatment & Use* section of the document as part of the *Property Treatment Recommendations* or *Architectural Treatment Recommendations* if not addressed in this subsection.

ANALYSIS OF EXISTING CONDITIONS

Site & Landscape Evaluation

The landscape provides the context of buildings and structures on a site, and the appropriate landscape treatment can enhance the interpretive possibilities and visitor's experience. If the evolution for the site or landscape is very significant or too complex to be integrated into the *History of the Property* section, a separate section may be used to describe its evolution in a HSR or PP. Some significant landscapes may warrant the preparation of a Cultural Landscape Report. This information should be prepared by a landscape architect or historian with demonstrated experience in historic landscapes and the preparation of planning studies.

Employing methods and resources similar to those presented for the *History of the Property* section, archival and physical research should be utilized to document and describe the evolution of the site to its current state. Information should be included about individuals involved with the development of the site, their roles, development or alteration of landscape elements or features; changes in topography or hydrology; outbuildings; access routes and paths; walls and fences; landscape features such as fountains or furnishings, tree locations, variety and density; known plantings; and any areas designated for a specific use.

A scaled site plan coordinated with archaeological investigations should include areas of known disturbance or potential archaeological sensitivity. The methodology used to complete the work should be stated and areas of future research identified. Proposed areas of landscape modification should be described in *Part II: Treatment & Use* of the document if not addressed in this subsection.

Architectural Description & Evaluation

The architectural description is intended to present the results of a detailed field research effort, and the recording of present-day exterior and interior conditions of the architectural resource(s) based upon visual observation. It should identify existing materials and features and their period of construction, installation or modification. The description should include an overall description of the site as well as the immediate context of the extant buildings and structures if not included in site and landscape evaluation. All known elements or features of the site, buildings and structure which are character-defining should be identified to ensure retention and protection.

The architectural description is commonly organized elevation-by-elevation on the exterior and room-by-room on the interior. Descriptions should include discussions of current and future structural stability, present appearance and the relationship of the current appearance to the historic and previous appearance(s) and how the element or feature functions in regard to larger systems such as life-safety. Information should describe past and present uses of spaces, particularly if physical features are contributing. In a PP, the description outlined above should concentrate on areas of recommended treatments. In an amendment, the description should focus on those areas that have physically changed since the preparation of the original document, by way of capital project or further deterioration, or those areas that were not sufficiently recorded in the previous document.

Specific exterior and interior elements vary at each resource. Elements of landscape, structural and building systems may be included if not presented elsewhere in the document. Architectural elements typically include:

Exterior: Foundation, walls, windows, shutters, doors, hardware, bulkheads, porches, roofs, chimneys, trim, gutters, downspouts, porte-cocheres, etc.

Interior: (each room) - Floors, walls, ceilings, trim, woodwork, windows, doors, hardware, finishes, fireplaces, stairs, cabinetry, closets, etc.

For HSRs, at a minimum, recording efforts should include scaled schematic site plans, scaled floor plans, exterior elevations and building sections with north arrows and room, window and door numbers as appropriate. Detail drawing should also be included to describe unique features as appropriate, following the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*.[14] For PPs, at a minimum, recording efforts should include scaled floor plans and exterior elevations with north arrows, room, window and door numbers. Building sections and detail drawings should be included as needed to inform areas of work and treatment recommendations. Drawings for amendments should focus on areas of change since previous documentation efforts.

HSRs and PPs should include recent overall photographs of every space and exterior façade, detailed photographs of significant or character defining features, as well as areas of recommended treatment, referenced in the narrative. Photographs and drawings may be included as an appendix to this section or in the main appendix. Areas for future research should be identified.

Structural Evaluation

A structural deficiency in a building tends to take precedence over most treatment approaches in a HSR, PP or amendment, and can be costly and require significant impact to historic fabric to repair. As a result, it is prudent to include a structural evaluation in all HSRs, PPs and as warranted, an amendment, a structural evaluation includes a review of the condition or load-bearing limits of an existing building or structure as conditions or recommendations warrant. In an amendment, where a structural evaluation is not warranted by physical conditions or a proposed undertaking, a general description of the structural system should be included with particular attention to changes to the building or code requirements since the preparation of the original document, either as a separate section or integrated into the *Architectural Description*.

A structural engineer with demonstrated experience with historic resources should perform a structural evaluation. A summary of the findings and recommendations, that meets current code requirements, should be incorporated into the main body of the document and the full, original report included in the appendix.

Information should be based upon archival and physical research, in the manner described in the *History of the Property*. It should include the methodology for completing the work, all calculations on which conclusions are based and describe the structural evolution of the resource from inception to its current condition.

Systems to be evaluated include foundations, vertical and horizontal support, and the impact of outside forces such as subsurface conditions. The existing structure should be evaluated for integrity, intactness, damaged or deteriorated conditions and its capacity to meet current code requirements to adequately support the recommended use and treatment in this subsection or in *Part II: Treatment & Use*.

Areas requiring remedial work to prevent structural failure or a hazardous condition and recommend areas for future research should be identified. Photographs, drawings or sketches to support findings should also be included.

Building Systems Evaluation

A building system evaluation should be included in an HSR. It is optional for PPs, although recommended to support proposed improvements or existing conditions. This section, typically prepared by qualified MEP (mechanical, electrical, plumbing) engineers, describes original or previous building systems, particularly if innovative or unique, based on archival and physical evidence. It also includes the evaluation of the current mechanical, electrical, lighting, plumbing, security, fire protection, communications and computer networking systems and their ability to meet the ongoing needs at the resource. Resulting recommendations can include the retention of innovative obsolete systems, if significant in the property's development, as well as an evaluation of alternate energy systems or sources and make recommendations for improvements and efficiencies.

Each engineer on the project team should have demonstrated experience with historic resources. This is particularly true of mechanical engineers whose recommendations can be particularly invasive to historic fabric. In instances in which the resource will be converted to a museum, or where climate control is critical, an assessment of environmental conditions is warranted to understand the impacts of proposed systems on historic building fabric and to inform potential areas of energy conservation. A building systems assessment should include an analysis of earlier systems used at the resource and an evaluation of current conditions.

For each report, the preparation methodology should be stated as well as recommendations for future research. Each report should also include photographs, drawings, sketches and test data appropriate for the discipline and to substantiate recommendations. Although information in this section is not always necessary, it is often helpful when existing systems are inadequate or when modifications or installation of new systems are proposed which would have a dramatic effect on the building fabric. It should also be noted that fire and water damage to many older buildings often results from failures of aged electrical and plumbing systems. A summary of the findings should be incorporated into the main body of the document and the full, original report included in the appendix.

Materials Analyses

This section should describe specific building materials, their characteristics and composition. The types of analyses should be tailored to suit the needs and recommended treatment at each property, and most typically include paint and mortar analyses. Other, less frequently tested materials include stucco, wallpaper, decorative finishes, hazardous materials, concrete, wood, masonry and metals. Beyond information about the specific composition or properties, materials testing can inform the chronology of construction and previous improvement projects at a property.

In HSRs, paint and mortar analyses should be provided to the extent that is useful in defining a resource's history and the effect of treatment recommendations. Further paint analysis may be recommended if the importance of the finishes warrant. Mortar analysis should include sufficient information to match the color, texture and tooling of mortar from the period of significance.

In PPs, paint, mortar and other materials analyses may be necessary to support proposed recommendations. If appropriate analyses are not completed in conjunction with the PP preparation, they should be recommended for completion prior to related construction activities.

Individuals with demonstrated expertise may perform tests and analyses either in the field or in a laboratory. Before and after photographs should be taken, particularly in areas where building fabric will be removed or altered. The results and presentation of tests results will vary greatly, but they should state the methodology of the analysis, identify causes of failures, to the extent possible and should make recommendations for treatments. Information may be presented in a separate section or as an appendix.

PART II. TREATMENT & USE

Treatment Philosophy

In both HSRs and PPs, the treatment philosophy should be a concise statement of the importance of the historic resource(s) and recommended treatment. Each building and/or significant site feature must have a single overriding treatment philosophy. Substantiation should be provided based upon accurate historical information and existing conditions, and support the interpretive goals and proposed use of the property. When there is an amendment, the treatment philosophy should be reinforced, if substantiated by prior interventions or additional information, or modified from the previous document only with clear justification and associated documentation.

This section should also state the potential impacts of the recommendation and explore the advantages and disadvantages of alternatives as appropriate to its justification. All recommendations should maximize retention of historic character, minimize the loss of historic fabric, and meet the *Standards* and associated *Guidelines*. A recommendation for the replacement of any missing historic feature should clearly indicate the location and extent, and be based upon adequate historical, pictorial and physical documentation so that the feature may be accurately reproduced and/or be representative of the period of significance of the resource. Typically, the best recommendations are those which necessitate the least disturbance of existing fabric. If dramatic changes are proposed, particularly if the approach is restoration or reconstruction, documentation and physical exploration supporting less invasive recommendations should be presented.

Use & Interpretation of the Resource

This section, in both HSRs and PPs, should describe the proposed and recommended use and its potential impact on the resource. In an amendment, it should either reinforce previous recommendations, or provide a clear justification for a revision. The recommended use will be guided by the potential impact on the resource and, in a few cases, may be different from what was originally proposed by owners or stewards. If a desired use or interpretation plan presents a potential harm to historic fabric or life-safety, such as a proposed assembly area in a room without the required floor-load capacity, the justification of the potential harm that could be caused should be documented. The section should address recommendations for the mechanical and structural systems necessitated by proposed use and interpretation plans, as well as site improvements.

This section should also describe interpretation programs and the availability of the resource to the public as a cultural artifact. It should attempt to describe why a capital project should be undertaken, and who will gain or benefit from the undertaking. Some of the possibilities for interpretation of public resources include guided or self-guided tours, educational programs, films, living history enactments, workshops, museum exhibits and signage or site markers. The resource can also be utilized in a semi-private or private capacity such as an office or residence with little to no interpretation programs. This section should also address issues of ownership, stewards and individuals or organizations responsible for interpretive programs. The information in this section can be incorporated into other sections or presented separately. However, at minimum, this information should be summarized under a separate heading.

Code & Accessibility Review

It is appropriate to perform a programming evaluation to assess the necessary life-safety and accessibility alterations needed at a resource. A preliminary code and accessibly (ADA) compliance review is beneficial in addressing the impact of the proposed treatment philosophy, use and interpretive programs on the resource. In the case of an amendment, this section is only required if a code and accessibility review was not included in the original document, conditions or codes have changed since the preparation of the original document and the review is necessary to support a proposed treatment approach and/or recommendations. This section can be a comprehensive overview of the entire facility, or limited to those areas of the site, buildings and structures necessary to support proposed recommendations. If the review is limited in scope, the limits of review should be stated and delineated.

In general, code requirements for older buildings tend to be more flexible than for new buildings. In New Jersey, the Rehabilitation Subcode (New Jersey Uniform Construction Code NJAC §5:23-6) should be utilized as the basis for review as well as other applicable codes such as the Barrier-Free Subcode (NJAC §5:23-7) and the International Building Code (IBC). Areas that can be evaluated during a code review include life-safety regulations, energy conservation, occupancy, structural issues, fire resistance and accessibility needs. Site accessibility issues typically include access to compliant parking, walkways and site features.

Usually, if the resource will undergo a change in use or if it will be relocated, code requirements tend to be more stringent. Additionally, many older buildings are not accessible to individuals in wheel chairs. Reviews should address areas of non-compliance, suggest means of improvement while minimizing the impact on significant fabric, and identify items for which a variation should be sought.

Property Treatment Recommendations

Property treatment recommendations should be included where interventions are recommended outside of the footprint of buildings or structures. In addition to recommendations that require formal landscape design, such as the restoration of a garden or site feature, this section should also include more modest site modifications such as parking areas, walkways, walls, fences, subsurface drainage and plantings.

The potential impacts should be stated and alternatives explored as appropriate to justify each recommendation. If any alternate or interim recommendations are made due to budget constraints or required sequencing of work, this work should be reversible to allow the preferred treatment approach to be implemented in the future. For each recommendation, the potential impacts should be stated as related to the historic landscape as the context for building(s) and/or structure(s) as well as the potential disturbance of archeological features associated with the proposed undertaking. This information can be presented as part of a *Site & Landscape Evaluation* and *Archaeological Evaluation* if not included in this section.

Architectural Treatment Recommendations

This section should be included in both HSRs and PPs. However, in PPs, concentration should be placed on areas of proposed work with some level of notation for the remainder of the rooms or features. When there is an amendment, recommendations should clearly identify physical changes through intervention or deterioration since the original document preparation.

This section should identify recommended treatment(s) for each architectural space, area, material, element or feature and can include site and landscape recommendations unless presented elsewhere. All recommendations should be based upon existing conditions, interpretation objectives, be in conformance with the *Standards* and consistent with the overall treatment philosophy. They should address the physical fabric and programmatic needs, as well as the aesthetic or interpretive goals. All recommendations should comply with code and ADA requirements to the extent possible, while minimizing disturbance or loss of historic fabric. The potential impacts should be stated and alternatives explored as appropriate to justify each recommendation. If any alternate or interim recommendations are made due to budget constraints or required sequencing of work, this work should be reversible to allow the preferred treatment approach to be implemented in the future.

Reference to photographs, diagrams, reports, etc. and existing conditions documentation should be included as appropriate within the narrative. Schematic design drawings, such as floor plans or elevations, may be necessary to fully illustrate the intent of proposed work or new features. This information can be included after each physical description or as a separate section. If integrated with the physical description, a brief summary of recommendations should be included under a separate heading.

Furnishings & Interior Decoration Recommendations

Furnishing or interior decoration recommendations may be included as a separate section or in the room descriptions as information becomes available during their research. This information can be very helpful in addressing interpretation issues when restoration, preservation or reconstruction is the recommended treatment approach and may inform the location and design of non-historic elements such as ADA ramps, etc.

Typically, furnishings or interior decoration items include any item not permanently attached to the wall, ceiling or floor surface and would not include paint or wallpaper. If a more extensive review of furnishings and interior decoration is desired, a separate document, known as a Historic Furnishings Report, should be undertaken for the resource. All recommendations should be based upon documented research.

Summary of Recommendations

The amount of information presented can be overwhelming, particularly if spread between the principal document and the separate consultant reports in the appendix. In an amendment, the summary of recommendations should include those recommendations from the previous document that have yet to be implemented, as appropriate. A single, consolidated list of all the recommendations can facilitate property owner's and steward's understanding of needs.

Prioritization & Cost Estimate

The treatment recommendations should be prioritized and a preliminary cost estimate for the implementation of the recommendations should be provided. Priority should be given to features responsible for the safety of individuals and the protection of the integrity of the resource to prevent further deterioration. Following that, features of higher architectural and/or historical significance should be considered.

The work can be presented in phases, grouping more critical and/or similar areas of work, and establishing short and long-term implementation goals. Recommendations should be noted that require a specific sequence or are sensitive to weather conditions to minimize loss or possible deterioration of historic fabric. Recommendations for additional research or testing and the sequence and potential costs associated with that work should also be identified. All work items that are excluded from the analysis should be identified, such as abatement of asbestos or other hazardous materials.

This section will be utilized by owners and stewards as a guide for resource improvement. It is also important to remember that their technical expertise may be limited, and that this section will be the basis for the future hiring and guiding of design professionals, research services, testing consultants and contractors to perform the recommended work. Cost analysis information should be presented in a format acceptable to funding agencies, as applicable.

PART III. RECORD OF TREATMENT

This section addresses a later stage of the documentation process as the recommended preservation or capital improvement projects or additional research are completed at a resource. As such, this section may not be included in the scope of work for the initial preparation of a HSR or PP, but it can be extremely beneficial if prepared soon after any work is completed as a resource for the owners and stewards of a property as well as future amendments. (Some organizations or government agencies will require the completion of the Record of Treatment as part of the document preparation.) It would be appropriate for this section to be compiled by a project architect, consultant, site manager, owner or project representative. It should be viewed as a section under ongoing development, allowing all information to be stored in one place, giving future users the benefit of learning from earlier efforts.

Physical Project Completion Report

At many historic resources, information pertaining to relatively recent construction related projects could be as hard to decipher as work that took place one hundred years ago. In large part, this is due to the improper storage of records related to construction projects. This is true of both "informed" preservation projects, as well as "haphazard" or "reactionary" improvements. As a result, it is difficult to learn from the successes and failures of these prior efforts.

This section is highly recommended for each physical improvement project related to either a HSR or PP, and can be completed in an amendment. It acts as a means for future owners and caretakers to take full advantage of information learned during physical improvements by maintaining a complete record of all construction-related activities. This can assist in understanding how and why certain decisions were made, any limitations, physical, financial or otherwise, the specific locations of concealed work such as piping or electrical lines, and the areas of concealed deterioration or problems encountered during the course of the project.

APPENDICES

Maintenance Plan

General maintenance should be a regular part of any historic site. Lack of regular upkeep, such as cleaning of gutters, can accelerate deterioration. To assist owners and stewards in understanding the level of effort needed and the best methods for upkeep, a maintenance plan should be included in a HSR and a PP, and, if not previously prepared or altered conditions warrant, in an amendment.

A maintenance plan can provide informed guidance in minimizing the deterioration of a resource, its features and finishes. It establishes maintenance guidelines for each type of material utilizing the gentlest means possible (as established by research through controlled and isolated testing of various methods) and identifies necessary materials and equipment to perform the work. Many owners and stewards who care for historic properties are not aware of the potential for damage to historic building fabric and site features by common materials, such as road salt to melt snow and harsh chemical cleaners and solvents. In addition, they may be unaware of specific maintenance needs that may result in a vulnerability or hazard such as the potential for nesting rodents and pests in site debris.

Although it is not possible to anticipate repairs based upon unforeseen conditions or events, the maintenance plan should describe items or areas of work which necessitate attention or action at regular cyclical intervals, such as the regular repainting of exterior woodwork. This allows the owner or steward to anticipate and budget for the work prior to the onset of costly and irreversible deterioration of historic fabric.

This section may include an informal inspection program that can be performed by the owners or stewards, as well as identify those inspections that are either more technical or hazardous and should be performed by professionals. "Checklists" can be developed, preferably a computerized system, to be completed at the time of the inspections as well as a standard form describing maintenance and other work performed. This information can then be entered into a database and maintained in a three-ring binder or similar format at the site. Areas of damage should be photographed when first observed and additional photographs taken at regular intervals, with the dates noted. Additionally, regular, dated photography, including before, during and after photographs of areas of work, should be strongly encouraged to better understand whether conditions change over time.

Vulnerability & Hazard Assessment

An emergency at a historic property can take many forms, potentially affecting people, buildings or structures as well as objects (collections and documentation). It can be beneficial to develop a plan to minimize potential harm or damage, as well as a response system to address issues as soon as possible. The primary concern of a vulnerability and hazard assessment should be to identify those items that can present a safety hazard to people, preventing their ability to exit a property safely. In many HSRs and PPs, vulnerabilities and hazards may be addressed in other sections.

The historic resource and its objects should be evaluated for potential damage from natural causes, such as floods, winds and earthquakes. For buildings and objects, preventative emergency tasks can include the relocation of electrical devices and equipment above flood lines, storing objects and documents off-site and trimming dead tree limbs to minimize roof damage in a heavy wind storm. There are also some emergencies that might be difficult to anticipate such as an electrical outage that shuts down mechanical equipment leading to a frozen, burst water pipe as well as inoperable security and telephone systems.

A vulnerability and hazard assessment is not intended to be a full emergency management plan, but instead is used to provide an overview of potential threats that are specific to the site and to aid owners and stewards of a property in the development of an action plan. Many of the recommendations found in a vulnerability and hazard assessment might be found in other sections of the HSR, PP or amendment, such as structural or building system improvements or elements of the maintenance plan. In addition to addressing site, building and object needs, it might also be helpful to encourage identifying and maintaining contact information for property maintenance and repair personnel including the building owner, staff, volunteers, caretakers, plumbers, electricians, landscapers and other personnel as appropriate to meet the property's needs.

Additional Appendices

The remaining appendices should provide supporting documentation for any and all sections of the HSR, PP or amendment. Bibliographies can serve a dual purpose, both identifying resources that were referenced in the document and those that may warrant future research. Bibliographic references should also be included for all maps, archival documentation, personal communications (including oral histories), and any other pertinent documentation. If sets of drawings, such as construction documents, are referenced, individual sheet numbers and titles should be identified. A glossary should be included to define terms that may be unfamiliar or confusing to users without training or expertise in the field of historic preservation.

The appendix should also include complete copies of archaeological, site and landscape, and engineering evaluations, as well as materials analyses and any other professional evaluations or reports prepared as part of the project.

SECTION CHECKLISTS

PREFACE

Items in the section contents preceded by a solid box (■) represent the minimum recommended content for a Historic Structure Report (HSR), Preservation Plan (PP) or an amendment (Amend) to a previously prepared document. (Refer to *Supplementing & Amending*, page 9.) The optional items, indicated by an open box (❑), may be helpful in informing use and treatment recommendations and should be considered based on the significance and unique needs of the resource and the intended use of the document.

Table of Contents

HSR	PP	Amend	
■	■	■	Paginated Table of Contents

Executive Summary

(2 to 3 pages)

HSR	PP	Amend	
■	■	■	Name and location of resource
■	■	❑	Overall description of the building or structure including number of stories, construction materials, major elements or features and site features
■	■	❑	Dates of construction and major alteration(s)
■	■	❑	Prioritized zones of significance
■	■	■	Document purpose and scope
■	■	■	Research completed in preparation of document
■	■	❑	Overall recommended treatment approach
■	■	❑	Prior preservation, rehabilitation, restoration or reconstruction efforts
■	■	■	Description of major issues in document
■	■	❑	General recommendations for work at major elements/features
■	■	❑	Interpretive programs
■	■	❑	Owners and stewards
■	■	❑	Maintenance/treatment provisions

Introduction

(3 to 5 pages)

HSR	PP	Amend	
■	■	❑	Statement of significance
■	■	❑	Historic designations as applicable
■	■	■	Description of methodology
■	■	■	Organization of document
■	■	❑	Funding sources
■	■	■	Individuals or consultants involved in preparation
■	■	■	Contracting or sponsoring individuals, groups or organizations
■	■	❑	Extent of time available or needed to prepare document
■	■	■	Parameters and/or limitations of document
■	■	❑	Recommended areas of future study
■	■	■	Acknowledgments of those who assisted in or cooperated with the document preparation

PART I. DEVELOPMENTAL HISTORY

History of the Property

(Minimum 15 pages for HSR, 5 pages for a PP and 1 page as necessary for amendment)

HSR	PP	Amend	
■	■	■	Methodology of research
■	■	❑	Historical and cultural significance
■	■	❑	Architectural significance
■	■	❑	Site/landscape significance
■	■	❑	Chronology of ownership, construction, alteration(s), use and significant events
■	■	■	Prior studies or treatment efforts, dates and individuals or firms involved
■	■	❑	Copies of available historic documents, maps, illustrations and photographs
■	■	■	Complete citations for primary source material as it informs the text
■	❑	❑	National and New Jersey Register Nomination Forms and prior Individual Intensive Survey Forms, if completed

Archaeological Evaluation

HSR	PP	Amend	
❑	❑	❑	Statement of significance
❑	❑	❑	Research design and methodology
❑	❑	❑	Results of research and testing
❑	❑	❑	Interpretation
❑	❑	❑	Archaeological site plan
❑	❑	❑	Photographs
❑	❑	❑	Artifact inventory and analysis
❑	❑	❑	Detail drawings and sketches
■	■	❑	Acknowledgement of potential sub-grade resources as identified in development property history
■	■	❑	Acknowledgement of proposed areas of ground disturbance and potential impact on sub-grade features
❑	❑	❑	Recommendations for future research

Site & Landscape Evaluation

HSR	PP	Amend	
■	■	❑	Significance of landscape or site
❑	❑	❑	Methodology of research
❑	❑	❑	Chronology of alteration and use
■	■	❑	Site boundary modifications
❑	❑	❑	Major changes to topography and hydrology
❑	❑	❑	Access routes and paths
❑	❑	❑	Built features, trees and plantings
■	■	❑	Features and conditions immediately surrounding buildings and structures
❑	❑	❑	Prior treatment efforts, dates, and individuals involved
❑	❑	❑	Copies of pertinent historic documents, maps, illustrations and photographs
❑	❑	❑	Photographs, scaled site plan and drawings of current conditions
■	■	❑	Proposed areas of modification and potential impact on historic context
❑	❑	❑	Recommendations for future research

PART I. DEVELOPMENTAL HISTORY

Architectural Description

(Paragraph to 5 pages per feature or area)

HSR	PP	Amend	
■	■	❑	Methodology used in conducting evaluation
■	■	❑	Narrative description of site and conditions (if Site & Landscape Evaluation is not included)
■	■	❑	Narrative description of exterior and interior conditions
■	■	❑	Identification of character-defining and significant elements and features
■	■	❑	Chronology of alterations
❑	❑	❑	Findings from any additional research
■	■	❑	Description of materials and/or features and period of construction, installation or modification
■	■	❑	Site plans, floor plans, elevations and sections of current conditions
❑	❑	❑	Measured drawings of moulding profiles, significant features, hardware, mechanical elements, detail drawings, etc.
■	■	❑	Recent photographs
■	■	❑	Recommendations for future research

Structural Evaluation

HSR	PP	Amend	
■	■	❑	Significance and description of structural system
■	■	❑	Methodology of conducting evaluation
■	❑	❑	Chronology of structural alterations
■	■	❑	Existing conditions of the structural system
■	■	❑	Capacity to adequately support recommended treatment, use and interpretive programs
❑	❑	❑	Diagrams of earlier structural systems
❑	❑	❑	Prior treatment or remedial effort
❑	❑	❑	Drawings and photographs of existing conditions
❑	❑	❑	Recommendations for future research

Building Systems Evaluation

HSR	PP	Amend	
■	❑	❑	Significance and description of building systems
■	❑	❑	Mechanical engineer's report
■	❑	❑	Assessment of environmental conditions
■	❑	❑	Electrical engineer's report
■	❑	❑	Plumbing engineer's report
❑	❑	❑	Security reports
❑	❑	❑	Fire protection engineer's report
❑	❑	❑	Communications, computer networking, and applicable technological improvement studies
❑	❑	❑	Energy efficiency recommendations
❑	❑	❑	Recommendations for future research

Materials Analyses

HSR	PP	Amend	
■	❑	❑	Paint analysis
■	❑	❑	Mortar analysis
❑	❑	❑	Other materials analyses
■	❑	❑	Photographs
■	❑	❑	Recommendations for future research

PART II. TREATMENT & USE

Treatment Philosophy

(1 to 3 pages)

HSR	PP	Amend	
■	■	❑	Treatment philosophy(s) and boundaries as appropriate, including an appropriate period of significance for the resource
■	■	❑	Advantages and disadvantages of alternative treatments
■	■	❑	Statement of potential impacts of recommendation on the overall building or site
■	■	❑	Rationale for proposed treatment recommendation
■	■	❑	Substantiation for treatment philosophy
❑	❑	❑	Plans or elevations delineating boundaries of areas of treatment if more than one treatment is proposed

Use & Interpretation of the Resource

(1 to 10 pages)

HSR	PP	Amend	
■	■	❑	Proposed and recommended use
■	■	❑	Impact of proposed use on historic fabric, systems, and the surrounding site, as applicable
■	■	❑	Reasoning for capital project
❑	❑	❑	Interpretive programs
■	■	❑	Ownership, stewards and interpretation

Code & Accessibility Review

HSR	PP	Amend	
■	■	❑	Methodology of conducting evaluation and limits of area/issues of review
■	■	❑	Preliminary code and accessibility review
■	■	❑	Potential threat(s) to life-safety
■	■	❑	Recommendations and alternatives for improvement
■	■	❑	Impact of improvement recommendations
❑	❑	❑	Recommendations for variance(s)
❑	❑	❑	Recommendations for future research and evaluation

Property Treatment Recommendations

HSR	PP	Amend	
■	■	❑	Recommended modifications for property with reference to existing conditions documentation
■	■	❑	Potential impact on historic context
■	■	❑	Acknowledgement of potential sub-grade resources as identified in development property history
■	■	❑	Acknowledgement of proposed areas of ground disturbance and potential impact on sub-grade features
❑	❑	❑	Site and landscape plans to describe intent as necessary

Architectural Treatment Recommendations

(Minimum of a paragraph per identified room or feature)

HSR	PP	Amend	
■	■	❑	Recommended treatment
■	■	❑	Statement of potential impacts of recommendation on individual features, as applicable
❑	❑	❑	Supporting schematic drawings, floor plans or elevations to describe intent as necessary

Furnishings & Interior Decoration Recommendations

HSR	PP	Amend	
❑	❑	❑	Furnishings recommendations
❑	❑	❑	Interior decoration recommendations

Summary of Recommendations

HSR	PP	Amend	
■	■	■	Summary of recommendations

Prioritization & Cost Estimate

HSR	PP	Amend	
■	■	❑	Prioritized list of recommendations
■	■	❑	Preliminary cost estimate for all recommendations
❑	❑	❑	Identification of needed research and testing and estimated costs for its completion
■	■	❑	Identification of excluded work items

PART III. RECORD OF TREATMENT

Physical Project Completion Report

HSR	PP	Amend	
❑	❑	❑	Statement of the intent of each physical improvement project
❑	❑	❑	Identification of how the work was approached and the means of accomplishing the work
❑	❑	❑	Identification of individuals involved in the completion of the work including staff, volunteers, design firms and professionals in addition to construction firms and supervisors
❑	❑	❑	Identification of the various phases of the project and the results, cost and duration of each phase
❑	❑	❑	Identification of any discoveries or confirmations of assumptions resulting from the undertaking
❑	❑	❑	Photography of areas affected by work before, during and after project
❑	❑	❑	Inclusion of construction drawings and specifications; as-built drawings; product submittals including shop drawings, samples, material data sheets, color samples and cut-sheets
❑	❑	❑	Inclusion of field notes, drawings, project correspondence, project schedule with any revisions
❑	❑	❑	Inclusion of contract information with design professionals and contractors, project financial accounting information

APPENDICES

Maintenance Plan

HSR	PP	Amend	
■	■	❑	List of routine and cyclical maintenance items and corresponding time or intervals
■	■	❑	List of routine and cyclical inspections and appropriate time or intervals
■	■	❑	List of materials, cleaning methods and cleaning intervals
■	■	❑	Computerized inspection checklists
■	■	❑	Maintenance and work description form
■	■	❑	Format for inspection and repair logbook

Vulnerability & Hazard Assessment

HSR	PP	Amend	
■	■	❑	Identification of potential property-related vulnerabilities or hazards to people, buildings, structures and/or objects
■	■	❑	Recommendations to minimize potential property threats
■	■	❑	References to other sections of the HSR, PP or amendment that include reference to vulnerabilities and hazards and associated recommendations
❑	❑	❑	Recommendations for additional evaluation and review

Appendix Sections

HSR	PP	Amend	
■	■	❑	Bibliography
■	■	❑	Glossary of terms
❑	❑	❑	RFP or scope of work statement
■	❑	❑	Updated Individual Intensive Level Survey Form, complying with HPO Architectural Survey Guidelines (paper and electronic copy)
■	❑	❑	Prior and/or revised National and New Jersey Register Nomination of Historic Places forms, if completed
❑	❑	❑	Prior Individual Intensive Level Survey Form, if completed
❑	❑	❑	Transcripts of interviews
❑	❑	❑	Financial planning or fund raising activities recommendations
❑	❑	❑	Professional services contracting guidelines for future consulting work
❑	❑	❑	Other relevant reports or information as appropriate

Information that may be included in appendix if not included in the remainder of the document:

❑	❑	❑	Copies of available historic documents, maps, prints, drawings and photographs
❑	❑	❑	Measured drawings of current conditions: architectural, engineering, landscape, etc.
❑	❑	❑	Photographs of current conditions
❑	❑	❑	Archaeological evaluation
❑	❑	❑	Site and landscape evaluation
■	■	❑	Structural evaluation
■	❑	❑	Building systems evaluation
■	❑	❑	Paint and mortar analyses
❑	❑	❑	Other materials analysis reports (e.g. dendochronology, moisture content, etc.)
❑	❑	❑	Furnishings and interior decoration recommendations
■	■	❑	Maintenance plan
■	■	❑	Vulnerability and hazard assessment
■	❑	❑	Emergency preparedness plan
❑	❑	❑	Biography and/or copes of prior HSRs, PPs or other studies

END NOTES

[1] The document referred to herein as a "Preservation Plan" is not the same as a "Historic Building Preservation Plan (HBPP)" developed by the General Services Administration (GSA) as a comprehensive management and maintenance tool for historic structures.

[2] The format presented in this document for the Historic Structure Reports is generally based upon the *National Register Programs Guideline* (NPS-49), Chapter 6 - Grant Assisted Program Activities, Exhibit 6-E Historic Structure Reports, "Historic Structure and Historic Landscape Report Format", March 1995 Release. Available at www.nps.gov.

[3] Weeks, Kay D., and Anne E. Grimmer. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. Washington, D.C.: U.S. Department of the Interior, National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services, 1995. Referred to throughout this brief as the *Standards*. Available at www.nps.gov.

[4] 36 CFR 61 is the Code of Federal Regulations for Professional Qualifications Standards, published by the Office of the Federal Register; available at www.ecfr.gov.

[5] The National Park Service's Professional Qualifications Standards are available in the Federal Register; Volume 62, No. 119 and on their website at www.nps.gov.

[6] Slaton, Deborah. Preservation Brief 43. "The Preparation and Use of Historic Structure Reports." Washington, D.C.: National Park Service, 2005, pages 5-6.

[7] The information in this section is largely based upon the following publications:

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[8] Ibid.

[9] Ibid.

[10] Ibid.

[11] *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation* available at www.nps.gov.

[12] Refer to the following publications, available from the J Department of Environmental Protection, Division of Parks and Forestry; Historic Preservation Office at www.state.nj.us/dep/hpo:

Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources.

Guidelines for Preparing Cultural Resources Management Archaeological Report Submitted to the Historic Preservation Office.

[13] *Secretary of the Interior's Standards for Archeological Documentation* available at www.nps.gov.

[14] *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation* available at www.nps.gov.

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